

City of San José
CLASS SPECIFICATION

PARKING & TRAFFIC CONTROL OFFICER (FT) (2451)
PARKING & TRAFFIC CONTROL OFFICER (PT) (2452)

DEPARTMENT	ACCOUNTABLE TO	FLSA STATUS
Typically Department of Transportation; Airport; or Planning, Building & Code Enforcement	Varies	Non Exempt

CLASS SUMMARY

Patrols assigned areas (including streets as well as parking facilities and other off-street locations), to enforce vehicle and parking codes and regulations (or Airport ground transportation regulations, if assigned to the Airport); to investigate citizen complaints, and to report unauthorized activities, hazards, and other conditions or emergencies. Issues citations and implements towing for violations. Responsibilities may also include directing vehicular and pedestrian traffic at specific intersections or other specified locations, and performing other related duties as required. Positions vary, but incumbents are typically assigned to one of the following areas: neighborhoods by beat assignment, the Airport, downtown streets and downtown parking lots/parking garages, or other locations such as intersections and publicly owned and operated parking facilities. Performs other related duties as required.

DISTINGUISHING CHARACTERISTICS

This is the entry-level class in the three-level Parking & Traffic Control Officer series. The Parking & Traffic Control Officer normally works under the direction of the Senior Parking & Traffic Control Officer (or Sr. Airport Operations Specialist if assigned to the Airport), or may report directly to a Parking & Traffic Control Supervisor, Code Enforcement Supervisor, Code Enforcement Inspector or other Supervisor or Manager. The Parking & Traffic Control Officer is distinguished from the Senior Parking & Traffic Control Officer, which has lead responsibility and performs work of greater complexity and scope (such as assisting in the development of traffic control strategies). May work assigned shifts 24 hours a day, 7 days a week, including holidays; may be required to work overtime for assigned periods or for special events.

QUALIFICATIONS

(These qualifications are typically required. An equivalent combination of education, experience, knowledge, skills, and abilities sufficient to satisfactorily perform the duties of the job may be substituted.)

Minimum Qualifications

Education and Experience

Graduation from high school or General Education Development (GED) Certificate. One (1) year of experience in employment requiring independent decision-making and considerable contact with the general public.

Required Licensing (such as driver's license, certifications, etc.)

- Valid State of California driver's license.

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Other Qualifications

(Incumbents may be required to have different combinations of the listed qualifications,

Basic Knowledge, Skills and Abilities

(Needed at entry into the job in order to perform the essential duties.)

- Knowledge of traffic laws and regulations applicable to the safe operation of a motor vehicle.
- Ability to read and understand laws, ordinances, departmental policies, rules, and regulations including Airport Security requirements if assigned to the Airport.
- Ability to work closely with Code Enforcement Officers to address vehicle and municipal code violations related to abandoned and inoperable vehicles.
- Ability to observe and memorize names, places, and incidents.
- Ability to understand and execute oral and written instructions.
- Ability to work in adverse weather conditions.
- Ability to analyze situations and to adopt effective courses of action.
- Ability to operate a motor vehicle (including a 3-wheel vehicle) safely and in accordance with traffic laws and rules.
- Ability to operate a radio or radio transceiver to communicate.
- Ability to operate a Mobile Data Terminal (MDT)
- Ability to write legibly and to express oneself clearly and concisely, both orally and in writing.
- Ability to conduct foot patrol of designated curb side area.
- Ability to establish and maintain effective working relationships with co-workers and the general public.
- Ability to adjust routine work habits as working conditions change.

Desirable Qualifications

(Knowledge, skills and abilities; licenses, certificates, education, experience that is more position specific and/or likely to contribute to more successful job performance.)

- Knowledge of applicable sections of the San Jose Municipal Code, departmental regulations and policies, the California Vehicle Code and the Airport Security requirements when applicable.
- Knowledge of basic procedures and communication techniques.
- Ability to prepare clear and complete records of work performed.
- Ability to write clear, concise, and complete reports describing activities, problems, incidents, and special circumstances.
- Ability to read and understand the San Jose Municipal Code and the State Vehicle Code, notices, bulletins, and reports.
- Knowledge of the policies and procedures related to vehicle abatement and code enforcement.
- Ability to be tactful and courteous but firm with the public.
- Ability to communicate and explain Airport requirements governed by the Transportation Security Administration if assigned to the Airport.
- Ability to obtain and maintain First Aid, AED and CPR certification, as required.

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DUTY NO.	TYPICAL CLASS ESSENTIAL DUTIES: (These duties and estimated frequency are a representative sample; position assignments may vary depending on the business needs of the department.) Duties may include, but are not limited to, the following:	FRE-QUENCY*
1.	Issues citations for parking violations such as: overtime parking; double parking; illegal parking in truck, bus, handicapped or other restricted zones; "feeding meters"; parking in front of fire hydrants; abandoned vehicles; and vehicles without parking permits.	Continuous
2.	Issues citations for violations such as expired vehicle registration and improper display of license plates and/or registration tabs.	Continuous
3.	Directs vehicular and pedestrian traffic at assigned intersections, construction sites, school zones, airport, and other city locations. Also directs traffic in Citywide special situations such as traffic accidents, public safety emergencies, and intersections with inoperative traffic signals.	Continuous
4.	Works closely with Code Enforcement Inspectors to enforce the California Vehicle Code (CVC) and San José Municipal Code (SJMC) related to abandoned and inoperable vehicles	Continuous
5.	Issues warnings, as appropriate and orders towing of vehicles for certain parking violations, abandoned/unused vehicles, and for construction, street repair, tree-trimming, or other projects; completes necessary records and vehicle inventory forms for all vehicles towed and notifies Police Department Auto Desk.	Continuous
6.	Observes, inspects and reports conditions such as hazards, traffic obstructions, accidents, stolen cars, property damage, needed repairs to property or equipment (parking meters, etc.), vandalism, and any unauthorized activities or emergency situations.	Continuous
7.	Answers a wide variety of questions from the public and responds to complaints regarding abandoned vehicles, parking and related traffic laws, location of public buildings, parks and points of interest, bus lines, other general directions, etc.	Continuous
8.	Uses radio transceivers or radios in vehicles to communicate clearly when reporting status and problems, requesting information, and obtaining instructions from supervisors.	Continuous
9.	Prepares and maintains required records and documentation such as reports of incidents, daily logs describing activities during the time of duty, and detailed reports documenting workload eligible for Abandoned Vehicle Service Authority funding.	Continuous
10.	Conducts vehicle inspections of Airport traffic as Airport Security dictates, if assigned to the Airport.	As Required
11.	Assists in surveys of parking facilities and performs on-street parking studies of occupancy and location.	As Required
12.	Appears in Traffic Court to testify on disputed citations.	As Required
13.	Operates motor vehicles as assigned.	As Required
14.	May assist in performing parking meter collections.	As Required
15.	May respond to medical emergencies and may provide First Aid or CPR.	As Required
16.	Performs other duties of a similar nature or level.	As Required

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*Frequency defined as %, (totaling 100%) or “Continuous” (daily or approximately 20%+), “Frequent”(weekly or approximately 15%+), “Occasional”(monthly or approximately 10%+), “As Required”(Intermittent or 5% or less)

CLASSIFICATION HISTORY

(Formerly titled Parking Control Checker)

Established: 10/79, Revised 8/05; 2451s002; Formerly titled Parking Control Officer